

## Village of Romeoville

**Job Title:** Mechanic I  
**Job Location:** Public Works  
**Salary:** \$69,742.24  
**Salary Range:** \$69,742.24 - \$96,833.32

### **Benefits:**

We offer great benefits for staff, including Blue Cross and Blue Shield medical insurance at 12% employee cost and free dental and vision insurance. Also, we offer a pension through IMRF, Life & AD&D coverage at no charge, a flexible spending account, a fr457 deferred compensation plan, 14 paid holidays and other paid time off, and tuition reimbursement. Please see the AFSCME Public Works contract for more information.

### **Job Duties:**

This is semi-skilled, skilled and administrative work in the vehicles and mechanical equipment of the department. An employee in this class performs a wide variety of tasks requiring manual skills as well as experience in vehicle maintenance. Duties usually involve the ordinary use of hand tools, power tools, and the performance of manual labor. Ability to use diagnostic equipment and computerized records keeping. Work is performed under the general supervision of a working foreman and in response to written and verbal work orders. Work is reviewed during progress and upon completion for conformance to instructions and specifications.

Responsibilities include identifying problems, conducting repairs on all village vehicles and various other motorized equipment, vehicle computer systems, brake systems, chassis units, engines, transmissions, clutches, steering systems, differentials, front and rear axles, and hydraulic systems.

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates a variety of diagnostic instruments and a variety of hand electric and air driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replace necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and perform body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Purchases of equipment, parts and supplies for vehicle and mechanical systems maintenance. Picks up equipment, parts, supplies and vehicles from vendors.
- Provides emergency field assistance to disabled equipment as needed and appropriate.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

This position requires the candidate to obtain and maintain within six months of employment a minimum of three ASE certifications. Preferably, ASE A5-Brakes, ASE A7-Heating and Air Conditioning, ASE A4-Suspension and Steering, other ASE certification would be considered and encouraged. Must maintain any regulatory certifications required by Federal and State laws.

Minimum of three-year work-related experience as a mechanic or mechanic assistant. Applicant must possess a valid high school diploma or GED along with specialized training preferable degree in Automobile Service Technology and or certifications. Must have a CDL driver's license Class B and the ability to obtain a Class A within 6 months.